

**BY ORDER OF THE COMMANDER
ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE
INSTRUCTIONS 36-2805**



18 MARCH 2013

Personnel

**ROBINS AIR FORCE BASE SPECIAL
TROPHIES AND AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction interfaces with AFRPD 36-28, *Awards and Decorations Program*, and implements AFI 36-2805, *Special Trophies and Awards*. It establishes procedures and assigns responsibilities for selecting the Team Robins Quarterly and Annual Awards Program including Company Grade Officer (CGO), Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Airman (AMN), First Sergeant (Annual only), Individual Mobilization Augmentee (IMA and Annual only) and Civilian Employee categories. This instruction applies to all personnel assigned to Robins AFB. This instruction will give brief information on other recognition programs, including Foster Leadership in People and VPP Star Performer awards. This instruction applies to all organizations including wings, staff agencies and associate units assigned to Robins AFB. Commanders and supervisors are responsible for ensuring personnel are familiar and comply with the provisions of this supplement. This instruction does not apply to the Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. This publication is affected by the Privacy Act of 1974. All personal information must be safeguarded according to AFI 33-332. See Attachment 1 for a glossary of references and supporting information.

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1. General Information.

1.1. Program Objectives. Recognizing individual superior performance is very important. These programs are not a substitute for other Air Force awards. They are primarily incentive programs to recognize outstanding performers, thus contributing to the morale of the base and the community. This program recognizes CGOs, SNCOs, NCOs, Airmen, IMA and Civilian Employees who have performed their official/duty and community responsibilities

in a sustained outstanding manner during a particular quarter and throughout the year. Program objectives are as follows:

- 1.1.1. Provide an installation-level and 78 Air Base Wing (ABW) program to recognize outstanding achievement and performance for installation and 78 ABW personnel, complementing unit recognition programs.
 - 1.1.2. Identify personnel who strive for greater responsibility.
- 1.2. Quarterly Awards. Covers the following periods:
 - 1.2.1. First Quarter - January through March (1 Jan – 31 Mar)
 - 1.2.2. Second Quarter - April through June (1 Apr – 30 Jun)
 - 1.2.3. Third Quarter - July through September (1 Jul – 30 Sep)
 - 1.2.4. Fourth Quarter - October through December (1 Oct – 31 Dec)
 - 1.2.5. Nomination packages will be turned in no later than the specified dates outlined in a separate letter during the months of April, July, October, and January.
- 1.3. Annual Awards. Covers the period 1 January through 31 December. Nomination packages will be submitted by units as outlined in paragraphs 1.4.-1.6. Nomination packages are due to 78 ABW/CCC and 78 ABW/DSE no later than the specified date in a separate letter.
- 1.4. Enlisted nomination packages will be sent to the 78 ABW Command Chief Master Sergeant, wralc.ccc.cmd.chief@robins.af.mil. One nomination package per category may be submitted to represent the following organizations: Headquarters Air Force Reserve Command (HQ AFRC), 116th Air Control Wing (ACW), 461st Air Control Wing (ACW), 689th Combat Communications Wing (CCW), 78th ABW, Warner Robins Air Logistics Complex (WR-ALC), 638th Supply Chain Management Group (SCMG), Air Force Life Cycle Management Center (AFLCMC), and Air Force Sustainment Center (AFSC) Operating Locations (OL).
- 1.5. Company Grade Officer nomination packages will be sent to the 78th Air Base Wing Commanders' Action Group (78 ABW/DSE), 78abw.suspenses@robins.af.mil (78 ABW Workflow). One nomination package may be submitted to represent the following organizations: HQ AFRC, 116th ACW, 461st ACW, 689th CCW, 78th ABW, WR-ALC, 638th SCMG, AFLCMC, and AFSC OL.
- 1.6. Civilian Employee nomination packages will be sent to the 78th ABW Commanders' Action Group (78 ABW/DSE), 78abw.suspenses@robins.af.mil (78 ABW Workflow). One nomination package may be submitted to represent the following organizations: HQ AFRC, 116th ACW, 461st ACW, 689th CCW, 78th ABW, WR-ALC, 638th SCMG, AFLCMC, and AFSC OL.
- 1.7. IMA nomination packages will be sent to the 78th ABW Commanders' Action Group (78 ABW/DSE), 78abw.suspenses@robins.af.mil (78 ABW Workflow). One officer/enlisted nomination package may be submitted to represent the following organizations: HQ AFRC, 116th ACW, 461st ACW, 689th CCW, 78th ABW, WR-ALC, 638th SCMG, AFLCMC, and AFSC OL.

2. Responsibilities.

2.1. Program Responsibilities. The 78 ABW Commander retains overall responsibility for the installation and ABW awards programs. Wing/Complex/Group/Directorates/Squadron commanders will organize and manage wing, unit and group/staff agency level award programs to support the Team Robins program. Organizations will be responsible for developing their own internal procedures for selecting a winner in each category. The following offices have specific responsibilities to support and administer the Team Robins/installation awards program.

2.1.1. The 78 ABW Command Chief Master Sergeant will:

2.1.1.1. Manage the 78 ABW and Team Robins awards program and serve as the overall point of contact.

2.1.1.2. Set suspense dates for package submissions.

2.1.1.3. Disseminate award criteria to installation agencies.

2.1.1.4. Coordinate with the 78 ABW/CCC Executive Assistant (78 ABW/CCCE) to organize the Quarterly and Annual Award ceremonies.

2.1.1.5. Establish and disseminate rotational tasking of board members for the AMN, NCO, SNCO and First Sergeant (annual only) selections boards to ensure fair and equitable representation for all those who compete in the Team Robins program.

2.1.1.6. Select members for each enlisted board.

2.1.1.7. Solicit and approve board members for Enlisted IMA (annual only), SNCO, NCO, and Airman boards. With the assistance of the Robins AFB First Sergeant Council will be responsible for coordinating and conducting banquet arrangements to recognize the nominees and winners of quarterly and annual awards.

2.1.2. The 78 ABW/CCCE will:

2.1.2.1. Be responsible for solicitation of nominations for enlisted awards. AF Forms 1206 received later than the suspense date outlined in separate letters will be excluded from the scheduled board and returned to the appropriate unit.

2.1.2.2. Collect nomination packages from the wings, groups and associate units and distribute to board members.

2.1.2.3. Coordinate and schedule date, times and locations for enlisted boards.

2.1.2.4. Maintain board results (nomination packages, score sheets and minutes) for current year plus one.

2.1.2.5. Act as the focal point for the 78 ABW and Team Robins quarterly and annual awards ceremonies and procure all required awards.

2.1.2.6. Coordinate with 78 ABW Protocol:

2.1.2.6.1. Follow up with to ensure ceremony invitations are sent, responses received, as well as parking and seating of senior leaders/DVs is accomplished.

2.1.2.6.2. Provide names of quarterly and annual award winners and any sponsors.

- 2.1.2.7. Assist with awards ceremony logistics.
- 2.1.2.8. Maintain 78 ABW's Outstanding Military Professional Performer of the Quarter/Year display area located in the main lobby of the 78 ABW Headquarters.
- 2.1.2.9. Provide 78 ABW Public Affairs office the list of award winners for publicity purposes.
- 2.1.3. 78 ABWCC Exec (CCE) will:
 - 2.1.3.1. Coordinate and schedule date, times and locations for CGO boards.
 - 2.1.3.2. Maintain board results (nomination packages, score sheets and minutes) for current year plus one.
 - 2.1.3.3. Provide board results (nomination packages, score sheets, minutes, etc.) to ABW/CCCE.
 - 2.1.4. 78 ABW-Commander's Action Group (DSE) will:
 - 2.1.4.1. Be responsible for solicitation of nominations for the Company Grade Officer (CGO), Officer IMA (annual only), and Civilian Employee awards. AF Forms 1206 received later than the suspense date outlined in separate letters will be excluded from the scheduled board and returned to the appropriate unit.
 - 2.1.4.2. Collect nomination packages from the wings, groups and associate units and distribute to board members.
 - 2.1.4.3. Coordinate and schedule date, times and locations for civilian boards.
 - 2.1.4.4. Provide board results (nomination packages, score sheets, minutes, etc.) to ABW/CCCE.
 - 2.1.5. Installation Protocol (78 ABW/CCP) will:
 - 2.1.5.1. Be responsible for ceremony invitations, responses, parking and seating for senior leaders/DVs.
 - 2.1.5.2. Coordinate scripts with ceremony POCs.
 - 2.1.6. Installation Public Affairs Office (78 ABW/PA) will:
 - 2.1.6.1. Publicize quarterly and annual award winners and ceremonies in all appropriate mediums.
 - 2.1.6.2. Provide appropriate media coverage for award winners and associated programs.
 - 2.1.7. Associate Wing/Unit Commanders:
 - 2.1.7.1. May nominate one individual in each category for quarterly and annual award programs.
 - 2.1.7.2. Upon request, each wing/organization will provide board members to represent their organization for quarterly and annual programs.
 - 2.1.8. Commanders/Directors/Supervisors will ensure each nominee meets performance standards and criteria outlined in paragraph 4.1 or 4.2, as applicable. Supervisory involvement is the cornerstone of this program.

2.1.9. The Board President will:

2.1.9.1. Contact each board member to confirm date, time and place the board will convene. Ensure score sheets are used correctly to evaluate members meeting the board.

2.1.9.2. Ensure nominees are evaluated fairly and confidentially utilizing Attachment 9. Ensure board members understand the scoring system and have all packages calculated/scored. Once package scores have been submitted to the Board President, board members may not change their scores unless the board is reconvened.

2.1.9.3. Review, reconcile, sign all score sheets. Consolidate score sheets and feedback sheets with nomination package and forward to the appropriate office (enlisted is 78 ABW/CCCE, CGO is 78 ABW/CCE, civilian is 78 ABW/DSE).

2.1.9.4. Advise board members not to reveal information pertaining to board proceedings, to include the names of nominees recommended for selection as award winners.

2.1.9.5. Review each nomination package and rank nominees. Ensure board members break their ties prior to releasing results to the board president. The board president's rankings are not included in the total rankings. In the event of a tie, the board president should make every attempt to work with the board members and resolve, but in the event this is not possible the board president will break the tie by selecting a winner and informing the appropriate office (enlisted is 78 ABW/CCCE, CGO is 78 ABW/CCE, civilian is 78 ABW/DSE) immediately of this situation.

3. Categories Explained.

3.1. CGO. Individuals serving in the grade of Captain or below.

3.2. SNCO. Individuals serving in the grade of MSgt and SMSgt.

3.3. NCO. Individuals serving in the grade of SSgt through TSgt.

3.4. Airman. Individuals serving in the grade AB through SrA.

3.5. First Sergeant. Individuals serving in the grade of MSgt and SMSgt and holding the Air Force Specialty Code 8F000 (Annual only).

3.6. IMA of the Year (Annual Only)

3.6.1. Officer: Lieutenant Colonel and below.

3.6.2. Enlisted: Senior Master Sergeant and below.

3.7. Civilian Employee.

3.7.1. Civ Cat 1: GS-01 to GS-06, NF-I and NF-II, CC-I to CC-IV (all non-supervisory).

3.7.2. Civ Cat 2: GS-07 to GS-10 and NF III (all non-supervisory).

3.7.3. Civ Cat 3: GS-11 to GS-13 (all non-supervisory).

3.7.4. Civ Cat 4: Up to WG-08/WL-08 and all NA grades (all non-supervisory).

3.7.5. Civ Cat 5: WG-09/WL-09 and above, all NL grades (all non-supervisory).

3.7.6. Civ Cat 6: All civilian first-line supervisors (GS & WG – all grades) and all NAF supervisors (NF-III, NV-IV, NF-0, CC-V, and NS – all grades).

4. Eligibility Criteria.

4.1. Military Members. The nominee must be assigned to their respective Robins AFB organization for at least half of the period of time the award covers. The nominee must not have an Unfavorable Information File or have any incidents of a discreditable nature during the period of time the award covers. Individuals on the control roster, having an unfavorable information file, or pending administrative/disciplinary actions are not eligible. The nominee must be serving in the applicable grade category for which submitted for the majority of the quarter or year. Nominees must meet Air Force Quality Force Standards to include meeting current Air Force Fitness standards during the award period to be eligible to compete. If an ineligible individual is nominated, the package will be returned and the nominee will not meet the board.

4.2. Civilian Employees. The nominee must be assigned to their respective Robins AFB organization for at least half of the period of time the award covers. The nominee must not have any disciplinary action, unsatisfactory performance appraisals, or incidents of a discreditable nature during the award period.

4.3. First Sergeants are eligible for the First Sergeant of the Year category only.

4.4. IMAs are eligible for the IMA of the Year category only.

4.4.1. Officer nominees limited to the grades of lieutenant colonel and below.

4.4.2. Enlisted nominees are limited to the grades of senior master sergeant and below.

4.4.3. Nominees must be IMAs.

4.5. The previous year's annual installation/ABW winner is ineligible to compete for the current year's annual award unless the individual is competing in a different category.

5. Nomination Procedures.

5.1. Each unit on Robins AFB selects their nominees to forward for the next appropriate level of competition.

5.1.1. The levels of competition are unit or squadron, group, wing, and Team Robins (base-level).

5.1.2. Units authorized to submit nominees for quarterly awards may submit nominees for annual awards. Annual award nominees do not have to be quarterly award nominees/winners.

5.1.3. Information used in the nominations is limited to events occurring during the period for which the nomination is made and should include specific facts, achievements and examples showing that individuals are exceptional and distinguish themselves from their peers. **NOTE:** Honor Guard members will participate at the Team Robins Recognition ceremony.

5.1.4. Each Wing/equivalent identified in paragraph 1.4 may nominate one first sergeant to compete for the Team Robins.

5.1.4.1. Each Group/equivalent in the 78 ABW may nominate one first sergeant to compete for the ABW.

5.2. Military:

5.2.1. Quarterly nominations are limited to 16 lines including the three headings (13 lines of bullets) and annual nominations are limited to 30 lines including the three headings (27 lines of bullets). Any combination of lines can be used; however each heading must have a minimum of two lines.

5.2.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (0-20 points): Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit/or the mission. Include results of Air Force, MAJCOM and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g. NCO of the quarter.

5.2.1.2. SIGNIFICANT SELF-IMPROVEMENT (0-5 points): Show how the member developed or improved skills related to primary duties; e.g. formal training, certifications. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g. course completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. The key factors to this category are: individual commitment level and personal sacrifice.

5.2.1.3. BASE AND COMMUNITY INVOLVEMENT (0-5 points): Define the scope and impact of the member's positive leadership and involvement in both military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g. President Top 3, enlisted dining-out committee, Active member of the Air Force Sergeant Associations etc...

5.3. Civilian Employees:

5.3.1. Quarterly nominations are limited to 22 lines including the two headings and annual nominations are limited to a full page including the two headings.

5.3.2.1. DUTY PERFORMANCE: (75% of score). Describe specific outstanding accomplishments in the performance of assigned or related duties during that quarter/year including job accomplishments, process improvements, risk-taking, innovations, etc.

5.3.2.2. OTHER ACCOMPLISHMENTS: (25% of score). Describe significant additional duties, base/community involvement, educational achievements, self-improvement, etc.

5.3.3. Wings, Directorates, staff offices and hosted wings/equivalent or designated representative must submit a transmittal letter listing their nominations after they have been reviewed for accuracy (See attachment 10). 5.1.4. The First Sergeant of the Year

selection is an independent process (see paragraph 6.5.4), but will follow the same guidelines for military personnel identified in paragraph 5.2.

6. Selection Boards.

6.1. Board member composition should be equally represented by the organizations participating in and commensurate with that level of competition. The 78 ABW/CCC and hosted wing CCCs or senior enlisted advisors should participate in the Team Robins enlisted selection boards as much as possible.

6.2. Each nominee will be rated on a point system with emphasis on the nomination package. Sample score sheets and point scales are at Attachments 4-8. Board members will be provided AF IMT 1206s for each nominee and score sheets. AF IMT 1206s are to be scored separately.

6.3. Score sheet at attachment 4 will be used.

6.4. Team Robins and ABW Selection Board Composition.

6.4.1. The SNCO board will be chaired by a CMSgt or a CMSgt selectee and will have a minimum of four board members in the grade of CMSgt.

6.4.2. The NCO board will be chaired by a SMSgt and have a minimum of four board members in the grades of SMSgt or MSgt.

6.4.3. The Airman board will be chaired by a MSgt and have a minimum of four board members in the grades of SSgt or TSgt.

6.4.4. The First Sergeant of the Year board will be chaired by the 78 ABW/CCC and consist of a minimum of four board members in the grade of CMSgt (one of which should be a current or previous First Sergeant).

6.4.5. The 78 ABW Company Grade Officer selection boards for both the quarter and annual award boards will consist of a minimum panel of three FGOs and a board President (Lt Col or above). The Team Robins quarterly and annual award boards will consist of a board President (Col or above) and a panel of FGOs from the following commands: AFMC, AFSPC, ACC, AFRC, and ANG.

6.4.6. The 78 ABW civilian selection boards for both the quarterly and annual award boards will consist of a minimum panel of four GS-13 civilians and a board President (GS-14 or above). The Team Robins quarterly and annual award boards will consist of a board president (GS-14 or above) and a panel of GS-13 civilians from the following commands: AFMC, AFSPC, ACC, AFRC, and ANG.

6.5. The 78 ABW annual IMA Officer selection board will consist of a minimum panel of three FGOs and a board President (Lt Col or above). The Team Robins annual IMA Officer selection board will consist of a board President (Col or above) and a panel of FGOs from the following commands: AFMC, AFSPC, ACC, AFRC, and ANG.

6.6. The annual enlisted IMA board (78 ABW and Team Robins) will be chaired by a CMSgt or a CMSgt selectee and will have a minimum of four board members in the grade of CMSgt.

6.7. All board presidents will preside over sessions of their respective boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant issues, in accordance with this instruction.

6.8. Team Robins and 78 ABW winners will be announced at the appropriate ceremony or banquet. Board results will not be released prior to announcements mentioned above.

7. Recognition, Awards and Honors

7.1. Specific dates/times/locations of each ceremony or banquet are identified in separate memorandums published by the 78 ABW/CCC.

7.2. Quarterly Awards.

7.2.1. Team Robins award recipients are recognized at the Team Robins quarterly awards ceremony.

7.2.2. ABW award recipients are recognized at the 78 ABW monthly recognition ceremony in Jan, Apr, Jul, Oct.

7.3. Annual Awards.

7.3.1. Team Robins award recipients are recognized at the Team Robins annual awards banquet. 7.3.2. 78 ABW award recipients are recognized at the 78 ABW annual awards banquet.

7.4. Award recipients will receive a memento, be recognized in the base newspaper, and may complete a Hometown News Release for hometown recognition. The civilian incentive awards program will be adhered to for civilian award recipients.

7.5. 78 ABW quarterly and annual military award recipients official photos will be displayed in the 78 ABW Outstanding Professional Performer of the Quarter/Year display area.

8. Team Robins Special Awards (Civilian and military)

8.1. VPP STAR PERFORMER.

8.1.1. This quarterly award was created to promote, perpetuate and recognize exceptional contributions made by individuals that promote, develop, and implement Installation Voluntary Protection Program efforts.

8.1.2. The primary purpose of the VPP Star Performer Awards will be Installation level recognition for exceptional individual efforts in support of implementation of VPP. Each wing or equivalent will only be allowed to submit one military nominee and one civilian nominee.

8.1.3. For further guidance and information contact 78 ABW/CVO, 472-2340.

8.2. FOSTER LEADERSHIP IN PEOPLE AWARD.

8.2.1. This monthly award was created to recognize leadership displayed by Team Robins employees (both labor, management and military personnel) who foster trust, confidence, and respect through positive labor and management relations.

8.2.2. The primary purpose of the Foster Leadership in People Award is to give Installation level recognition to Robins AFB employees who promote positive labor and

management relations, resulting in a more harmonious work environment and enhanced ability to support the war fighter.

8.2.3. For further guidance and information contact 78 ABW/ADR Program Office, as the current Foster Leadership in People Award Action Office. The Foster Leadership in People Award Action Office is responsible for organizing each nomination package for submission to 78 ABW/CC, AFGE Local 987 and IAFF Local 107 Presidents for final approval and presentation.

9. Face-to-Face Boards (78 ABW Active Duty only, IMAs not included).

9.1. 78 ABW/CCCE will:

9.1.1. Advise board members of date, time and location of selection board and schedule a pre-brief at least two days prior to board competition.

9.1.2. Notify groups, board members and nominees of dates, times and locations when boards will convene.

9.1.3. Collect nomination packages from the groups. Distribute nomination packages during board member meeting with the Command Chief at least two working days prior to board date.

9.2. Supervisors will notify nominees of selection board requirements (squadron, group, and directorate) and ensure packages are prepared for the appropriate selection board.

9.3. Military nominees will:

9.3.1. Meet a face-to-face board at the designated time and date.

9.3.2. Wear the following uniform for quarterly and annual squadron, group, and wing boards:

9.3.2.1. Male – Service Dress Uniform with all authorized badges, ribbons and devices.

9.3.2.2. Female – Service Dress Uniform (skirt or slacks) with all authorized badges, ribbons and devices.

9.3.3. Must be present to meet the board for which nominated unless unavailable due to official TDY or other duty reasons. A letter signed by the appropriate group commander or chief must be submitted explaining why individuals can't meet the board and requesting consideration of those individuals unable to meet the board.

9.3.4. Nomination packages for personnel unable to meet the board for official TDY or other duty reasons must include a letter from the group commander or chief requesting their nominee be allowed to participate in the program. The letter should explain the reason they are unable to meet the board.

9.3.5. Any nominee unable to meet the board in person due to official reasons will receive interview points equal to the average score of all nominees physically meeting that board. These points will be added to the scores from their nomination package to make the final selection.

9.4. Board Questions:

9.4.1. AMN, NCO, SNCO and First Sergeants: Questions will be opinionated, thought provoking, and designed to assess the nominee's ability to organize their thoughts and articulate a response. Questions will come from some or all of the following areas:

9.4.1.1. AF News/Current/National/World events.

9.4.1.2. Standards of Conduct.

9.4.1.3. Dress and Appearance.

9.4.1.4. Military customs and Courtesies, and service/Enlisted Heritage

9.4.1.5. Airman's Creed. **NOTE:** When required, the board president will facilitate open discussion to resolve any disparities that could skew the scoring process. Resolution is required when the ranking order is inconsistent with a winner based on total points (i.e., Warrior Jones has the most total points but two of the three board members have another nominee ranked as their number 1).

MITCHEL H BUTIKOFER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, Management of Records, 1 March 2008

AFPD 36-28, Awards and Decorations Program, 1 Aug 97

AFI 36-2805, Special Trophies and Awards, 29 Jun 01

AFI 36-1004, Managing Civilian Recognition Program, 3 Dec 09

AFI 33-332, Air Force Privacy Program, 16 May 11

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

78 ABW/CCC—Command Chief Master Sergeant

78 ABW/CCCE—Command Chief Master Sergeant Executive Assistant

ACW—Air Control Wing

AFB—Air Force Base

AFRC—Air Force Reserve Command

AMN—Airman

ANG—Air National Guard

CAG—Commander's Action Group

CCW—Combat Communications Wing

CGO—Company Grade Officer

IMA—Individual Mobilization Augmentee

MAJCOM—Major Command

MXW—Maintenance Wing

NCO—Noncommissioned Officer

NLT—No Later Than

OPR—Office of Primary Responsibility

PA—Public Affairs

PME—Professional Military Education

RDS—Records Disposition Schedule

SCMG—Supply Chain Management Group

SNCO—Senior Noncommissioned Officer

UIF—Unfavorable Information File

WR—ALC - Warner Robins Air Logistics Complex

Attachment 2

SAMPLE AF IMT 1206, NOMINATION FOR AWARD (MILITARY)

Figure A2.1. Sample AF IMT 1206, Nomination for Award (Military)

NOMINATION FOR AWARD		
AWARD SNCO OF THE QUARTER (See Note 1)	CATEGORY (If Applicable) SNCO (See Note 2)	AWARD PERIOD See Note 3
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSGT/BUTCH COOLIDGE	SSN (Enter Last 4 Only) 7857	MAJCOM, FOA, OR DRU AFMC
DAFSC/DUTY TITLE 3D071/NCOIC, COMMANDER'S ACTION GROUP	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 468-1994 & COMM (478) 926-1994	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 78 ABW/DSE/33 BOXING STREET/ROBINS AFB/GA/31098		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) MAJ/MARSELLUS WALLACE/DSN 468-2934 & COMM (478) 926-2934		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: DO NOT START TEXT ON THIS LINE - Member's unique and significant contributions to the mission during the past quarter or calendar year</p> <p>Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit/or the mission. Include results of Air Force, MAJCOM and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g. NCO of the quarter.</p> <p>SIGNIFICANT SELF-IMPROVEMENT: DO NOT START TEXT ON THIS LINE - Improvements shown through off-duty education, achievements in professional societies or associations, development of creative abilities during the past quarter or calendar year</p> <p>Show how the member developed or improved skills related to primary duties; e.g. formal training, certifications. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g. course completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. The key factors to this category are: individual commitment level and personal sacrifice.</p> <p>BASE AND COMMUNITY INVOLVEMENT: DO NOT START TEXT ON THIS LINE - Member's tangible or intangible contributions to both military and civilian communities during the past quarter or calendar year</p> <p>Define the scope and impact of the member's positive leadership and involvement in both military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g. President Top 3, enlisted dining-out committee, Active member of the Air Force Sergeant Associations, etc.</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. Enter "AMN, NCO, SNCO, CGO OF THE QUARTER or YEAR" as appropriate 2. Enter "AMN, NCO, SNCO, CGO" as appropriate 3. Quarterly: Enter "1 Jan - 31 Mar XX, 1 Apr - 30 Jun XX, 1 Jul - 30 Sep XX, 1 Oct - 31 Dec XX" Annual: Enter "1 Jan - 31 Dec XX" <p>**USE THE ABOVE HEADINGS FOR BOTH QUARTERLY AND ANNUAL AWARDS**</p> <p>Quarterly nominations are limited to 16 lines including the three headings (13 lines of bullets). Any combination of lines can be used; however each heading must have a minimum of two lines.</p> <p>Annual nominations are limited to 30 lines including the three headings (27 lines of bullets). Nominations should include specific facts and examples showing that the individual is exceptional. Achievements should also distinguish the Airmen from their peers and cite examples that occurred only during the current calendar year.</p>		

Attachment 3

SAMPLE AF IMT 1206, NOMINATION FOR AWARD (CIVILIAN EMPLOYEE)

Figure A3.1. Sample AF IMT 1206, Nomination for Award (Civilian Employee)

NOMINATION FOR AWARD		
AWARD CIVILIAN EMPLOYEE OF THE QUARTER (See Note 1)	CATEGORY (If Applicable) CATEGORY 2 (See Note 2)	AWARD PERIOD See Note 3
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-07/THOMAS R. CALLAHAN III	SSN (Enter Last 4 Only) 1964	MAJCOM, FOA, OR DRU AFMC
DAFSC/DUTY TITLE 0147/HOUSEKEEPING SPECIALIST	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 468-1997 & COMM (478) 926-1997	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 78 FSS/FSL/84 PARTS AVENUE/ROBINS AFB/GA/31098		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) GS-13/RICHARD HAYDEN/DSN 468-1995 & COMM (478) 926-1995		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>DUTY PERFORMANCE: DO NOT START TEXT ON THIS LINE</p> <ul style="list-style-type: none"> - Member's unique and significant contributions to the mission during the past quarter or calendar year <p>Describe specific outstanding accomplishments in the performance of assigned or related duties during that quarter/year including job accomplishments, process improvements, risk-taking, innovations, etc.</p> <p>OTHER ACCOMPLISHMENTS: DO NOT START TEXT ON THIS LINE</p> <ul style="list-style-type: none"> - Improvements shown through off-duty education, achievements in professional societies or associations, development of creative abilities during the past quarter or calendar year - Member's tangible or intangible contributions to both military and civilian communities during the past quarter or calendar year <p>Describe significant additional duties, base/community involvement, educational achievements, self-improvement, etc.</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. Enter "CIVILIAN EMPLOYEE OF THE QUARTER or YEAR" as appropriate 2. Enter "CATEGORY 1, 2, 3, 4, 5, 6" as appropriate 3. Quarterly: Enter "1 Jan - 31 Mar XX, 1 Apr - 30 Jun XX, 1 Jul - 30 Sep XX, 1 Oct - 31 Dec XX" Annual: Enter "1 Jan - 31 Dec XX" <p>**USE THE ABOVE HEADINGS FOR BOTH QUARTERLY AND ANNUAL AWARDS**</p> <p>Quarterly nominations are limited to 22 lines including the two headings. Accomplishments must be within award period.</p> <p>Annual nominations are limited to a full page including the two headings. Accomplishments must be within award period.</p>		

SAMPLE QUARTERLY/ANNUAL BOARD SCORE SHEET (MILITARY)

Figure A4.1. Sample Quarterly/Annual Board Score Sheet (Military)

[illegible]

Attachment 5

SAMPLE QUARTERLY/ANNUAL BOARD SCORE SHEET (CIVILIAN EMPLOYEE)

Figure A5.1. Sample Quarterly/Annual Board Score Sheet (Civilian Employee)

INSTRUCTIONS: Rate each individual according to the number of points allowed in each category. If you have any ties in Total Points, you must break those ties prior to finalizing your evaluation. Under no circumstances may you have a tie in rank ordering.

Quarter, Category _____		Date _____					
BOARD MEMBER NAME: _____		NOMINEE NAME					
1. DUTY PERFORMANCE: Addresses specific outstanding accomplishments in the performance of assigned or related duties during the quarter/year including job accomplishments, process improvements, risk-taking, innovations, etc. (75 POINTS)							
2. OTHER ACHIEVEMENTS: Addresses significant additional duties, base/community involvement, education achievements, self-improvement, etc. (25 POINTS)							
TOTAL POINTS							
(Total Possible: 100 POINTS)							
Overall Ranking (#1, #2, #3, etc.)							

SAMPLE INTERVIEW EVALUATION SCORE SHEET (78 ABW ONLY)

Figure A6.1. Sample Interview Evaluation Score Sheet (78 ABW Only)

[illegible]

Attachment 7

SAMPLE QUARTERLY/ANNUAL BOARD PRESIDENT TOTAL SCORE SHEET (MILITARY)

Figure A7.1. Sample Quarterly/Annual Board President Total Score Sheet (Military)

AMN/NCO/SNCO/CGO/IMA							
BOARD PRESIDENT: _____							
NOMINATION EVALUATION:							
Nominee Name	Member	Member	Member	Member	Member	Total	President

Winner: _____

President's Signature: _____

Attachment 8

**SAMPLE QUARTERLY/ANNUAL BOARD PRESIDENT TOTAL SCORE SHEET
(CIVILIAN EMPLOYEE)**

Figure A8.1. Sample Quarterly/Annual Board President Total Score Sheet (Civilian Employee)

CATEGORY

Nominee Name	Member	Member	Member	Member	Member	Board President (if necessary)	TOTAL

Winner: _____

President's Signature: _____

Attachment 10

SAMPLE AWARD TRANSMITTAL SUBMISSION LETTER

Figure A10.1. Sample Award Transmittal Submission Letter

MEMORANDUM FOR 78 ABW/CC

FROM: (YOUR GROUP/WING)

SUBJECT: Team Robins 201_ Annual or _____ Quarter Award Submission

1. It is my pleasure to forward the following Annual or _____ Quarter Award packages for competition at the Team Robins Awards board.

2. I certify that the nominee have no incidents of a derogatory nature, such as a pattern of bad checks, disciplinary action, letters of indebtedness, letters of reprimand, active Unfavorable Information File etc., during the nomination period.

<u>CATEGORY</u>	<u>WINNER</u>
AMN	AMN Name/Group
NCO	NCO Name/Group
SNCO	SNCO Name/Group
CGO	CGO Name/Group
Civilian CAT 1	CAT 1 Name/Group
Civilian CAT 2	CAT 2 Name/Group
Civilian CAT 3	CAT 3 Name/Group
Civilian CAT 4	CAT 4 Name/Group
Civilian CAT 5	CAT 5 Name/Group
Civilian CAT 6	CAT 6 Name/Group

3. The following board members have been selected in their respective categories.

<u>CATEGORY</u>	<u>RANK/NAME</u>
Enlisted -	
CGO -	
Civilian -	

4. Our point of contact is TSgt Jane Doe at (478) XXX-XXXX.

//SIGNED//
 COMMANDER/COMMAND CHIEF
 SIGNATURE BLOCK

Attachments:

AF IMT 1206 (Categories: AMN, NCO, SNCO, CGO, Civilian Cat 1, 2, 3, 4, 5, 6